

## **Video Tape Copies Request Form**

This is a fillable form.

Please fill in all applicable information and mail to:

**County of York  
Video Services Division  
P.O. Box 532  
Yorktown, Virginia 23690**



## VIDEO SERVICES TAPE DUB REQUEST



A fee is required for all external dub requests. For clients providing their own new VHS tape, the fee is ten dollars (\$10.00) per copy. For all others, the fee is fifteen dollars (\$15.00) per copy. **Make checks payable to "Treasurer, County of York".** Video Services reserves the right to assess additional fees if multiple programs are requested on one tape.

Tapes will be completed as time permits and on a first-come, first-serve basis, unless otherwise noted.  
**Tape dubs must be picked-up within 30 days of notification of completion.**

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Date of Request:

Name:

Address:

Daytime Phone Number:

Department/Division (if applicable):

Program Requested:

Number of Copies:

Tape Provided:    YES    NO

### INTERNAL USE ONLY

Amount Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Dub Completed (date): \_\_\_\_\_ By (initials): \_\_\_\_\_

Client pick-up (date): \_\_\_\_\_ From (initials): \_\_\_\_\_